Wyoming Senior Services Board Minutes

March 1, 2013 - Reach Foundation Building - Riverton, WY

The Meeting was called to order at 9 a.m. by Chairman Jo Cox.

WSSB members in attendance: Elouise Rossler, Ky Dixon, Judy Allshouse, Jo Cox, Floyd Huxford, Jean Pinter, Bill Marsh, Tim Ernst (ex-officio). Others attending:

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Name	Representing
April Getchius	Wy Dept. of Health – Aging
Liz Vigil	Dept. of Health
Benjamin Rex	Wy Dept. Health – Aging
Kim Maes	Laramie County Senior Services
Carla Lowseth	Golden Hour Senior Center
Denise Anderson	North Big Horn County Senior Center
Connie Baker	Niobrara Senior Center
Karen LeBoeuf	Worland Senior Center
Herb Wilcox	Wyoming Senior Citizens, Inc
Sue Carey	Ten Sleep Senior Center
Donna Howard	Crook County Senior Services, Inc.
Carmen Rideout	Sheridan Senior Center
Jeanine Cox	Rock Springs Young at Heart
Connie Jenkins	Salt River Center (Afton)
A.J. Mock	Buffalo Senior Center
Jeri Bottenfield	Senior Friendship Center (Torrington)
Glenda Mefford	Weston County Senior Services (Newcastle
Cathy Florian	Powell Senior Citizens Center
Anne Rossi	Campbell County Senior Center (Gillette)
Carolyn Teter	Services for Seniors (Wheatland)
Tina Sanders	Riverton Senior Center
Dick Cuthbertson	Eppson Center (Laramie)
Janet Dickeson	Hot Springs Co. Senior Center (Thermopolis)
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hairman Cox introduced and welcomed Bill Marsh, newly appointed board member.

Jane Nolde

The minutes of the October 26, 2012 meeting were approved on motion by Allshouse, second by Rossler.

Lander Senior Citizens Center, Inc

The second quarter financial report was presented by Liz Vigil. The report was approved on motion by Pinter, second by Rossler.

Formula Committee: Jeanine Cox, committee chair, reported from the Ad Hoc Formula Committee. The committee met January 22, 2013 in Cheyenne to review the results of the formula applications as prescribed by the WSSB action May 14, 2012. The formula cells have been updated and no further action is required at this time.

Jo Cox provided Important Dates for WSSB's Fiscal Year Grant Season:

March 1, 2013 - 9 a.m. WSSB meeting at Riverton's Reach Foundation Building to approve FY 2014 grant amounts available for each center and for WSSB to conduct other business.

March 4, 2013 – Grant forms and available grant funding amounts for individual projects available on WSSB website.

April 9, 2013 - Grants due from individual projects to their WSSB representative.

April 9 – 29, 2013 – WSSB members reviewing grants and working with projects who need to revise their grants to achieve accurate and complete grants.

April 15, 2013 - Third Quarter Reports due from individual projects to their WSSB representative.

April 30, 2013 – All WSSB grants must be in finalized form and delivered as follows:

- 1. Signed original copies of each project's grants must be mailed or hand delivered to the Aging Division Community Living office at 6101 Yellowstone Rd., Suite 186A, Cheyenne, WY 82002. If you send your grants by Fed Ex, use the address above but change the zip code to 82002.

 Do not send WSSB grants to A & I.
- Copies of the original signed grants must be received by each project's WSSB representative. They may be mailed or scanned and emailed.

May 3, 2013 - 9 a.m. WSSB meeting in Riverton, Reach Foundation Building, to approve all correctly completed grants.

May 31, 2013 – Signed contracts must be returned from projects to to the Aging Division – Community Living office at 6101 Yellowstone Rd., Suite 186A, Cheyenne, WY 82002. If you send your Contracts by Fed Ex, use the address above but change the zip code to 82002.

Quarterly Reports: All projects' 2nd quarter reports were approved on recommendation of individual WSSB representatives.

Revisions to Riverton Senior Center Basic and Formula grants were approved on motion by Allshouse, second by Huxford.

First and second quarter report revisions for Sheridan were presented by Carmen Rideout and approved by consensus. Since there were no grant changes, no official action was required.

The board went into executive session for approximately 30 minutes.

Motion by Allshouse, second by Dixon to reinstate **probationary status for Services for Seniors Inc.** of Wheatland including a quarterly profit and loss report to WSSB – passed unanimously.

Request from Services for Seniors of Wheatland to revise Basic Grant was approved on motion by Marsh, second by Rossler.

Elouise Rossler reported that there were no emergency grants or emergency grant close-outs.

The revised policy manual was considered and action by the WSSB follows:

POLICY #	ACTION	MOTION BY
02	tabled	
04	approved	Dixon
05	tabled	
06	approved	Pinter
07	approved	Pinter
20	approved	Pinter
21	tabled	
INDEMNIFICATION POLICY	rescinded	Dixon
03	approved	Rossler
19	approved	Dixon
12	tabled	
08	approved	Dixon
11	tabled	
18	approved	Allshouse

Rules: Revised Wyoming Senior Service Board Rules were presented and discussed. Motion by Dixon, second by Rossler that the revised rules be approved with specified typographical and grammar corrections. Motion carried. Tim then reviewed the process of Wyoming Attorney General review and public notice and comment. The process will take several months.

Election of officers: Motion by Pinter, seconded by Rossler to retain the current Chairman (Jo Cox) and Vice Chairman (Ky Dixon) until the first meeting in 2014. The motion carried.

Janet Dickeson reported that all expenses for the Wyoming **Silver Haired Legislature** have been paid. Jean Pinter reported that total expenses to date are \$21,801.

WASPD: Janet Dickeson reported on behalf of Wyoming Association of Project Directors. The Directors met and attended SAMS training in Riverton on February 28. The next meeting will be May 1-2 in Jackson.

Wyoming Advisory Council on Aging: Jean Pinter read a letter in which she resigned from the Advisory Council and thus from her representation on WSSB. Jean will be moving to Hawaii. Chairman Cox expressed sincere best wishes and appreciation for her service.

April Getchius announced that she will be resigning to take a position in Colorado effective April 2, 2013. She thanked the WSSB, the project directors, and the staff of Wyoming Department of Health - Aging Division for a rewarding experience. Chairman Cox expressed appreciation and best wishes on behalf of WSSB.

Tim reported that Marge Myers has been recommended to the Governor by the Wyoming Advisory Council on Aging to take Jean's place as a WSSB member.

Aging Division Community Living Section: Tim Ernst reported as follows:

- Potential sequestration of federal funds was anticipated by Tim in this year's budget so the actual cuts may result in slightly more revenue.
- The Wyoming Legislative cut of 4% will result in slightly less Community Based In-home Services funding. Next year and every four years CBIHS grants are awarded by a competitive grant process.

WSSB Funding for SFY '14:

The Board approved a motion by Rossler, second by Allshouse: Approve new line item - \$2500 for Homeland Security Emergencies (by transfer from board expenditures), consolidate funding of wage grants into Formula and Wage 1.

The Board approved a motion by Dixon, seconded by Allshouse, that "The minutes should reflect that due to a data error the initial 4% legislative cut was applied to WSSB biennium standard budget of approximately 11.6 million instead of the State Fiscal Year '13 Standard Budget of 5.8 million, therefore the initial cut presented to and considered by the Wyoming Legislature was 8.4%." (Contrary to Wyoming Attorney General opinion March 7, 2012 that the Department of Health may propose cuts to WSSB by the % required by the Legislature and Governor).

The Board approved a motion by Marsh, seconded by Rossler to approve **Wyoming Senior Services Board Budget for State Fiscal Year 2014 as follows:**

Revenue		Expenditures
State fiscal year '14 standard bu	ıdget: \$5,536,915	Board expenditures27,000
Carry-over funds (FY 12)	198,650	Professional Fees6,000
Total Revenue available:	\$5,735,565	Emergency Grants50,000
		Homeland Security Emergencies2,500
		Basic Grants (39 Centers x \$30,000)1,170,000
		Formula Grants3,474,123
		Wage 1 Grants <u>1,005,942</u>
		Total Budgeted Expenditures \$5,735,565

Chairman Cox discussed upcoming **WSSB term appointments**. Judy Allshouse has indicated that due to time constraints with her employment she will not seek reappointment.

The **next WSSB** meeting will be at the Reach Foundation Building in Riverton on May 3, at 9 a.m. unless quorum considerations require a change.

There being no further business the meeting was adjourned.

Minutes Approved:

Jo Cox, Chairman Date: Ky Dixon, Recorder, Vice Chairman Date: